

RESOLUTION NO. 3424

APPROVING AND ADOPTING JOB SPECIFICATIONS AND SALARY RANGES AS PREPARED AND SUBMITTED BY STATE OF CALIFORNIA PERSONNEL BOARD, COOPERATIVE PERSONNEL SERVICES, IN THAT CERTAIN REPORT ENTITLED, "CITY OF LODI LIMITED CLASSIFICATION STUDY, JUNE 1970," FOR THE CLASSIFICATIONS OF IDENTIFICATION OFFICER AND RECORDS OFFICER.

RESOLVED, by the City Council of the City of Lodi that the job specifications and salary range for the classifications of Identification Officer and Records Officer as contained in the report of the State of California Personnel Board, Cooperative Personnel Services entitled, "City of Lodi Limited Classification Study, June 1970," a copy of which is annexed hereto and made a part hereof as if set forth in full herein, are hereby approved and adopted as job specifications and salary ranges in the classified personnel system of the City of Lodi and said specifications and salary ranges shall apply as of October 7, 1970.

FURTHER RESOLVED, that Resolution No. 1990 and all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

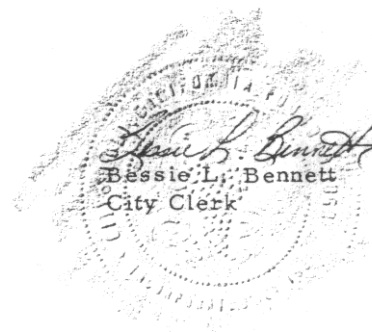
**Dated:** October 7, 1970

I hereby certify that Resolution No. 3424 was passed and adopted by the City Council of the City of Lodi in regular meeting held October 7, 1970 by the following vote:

Ayes: Councilmen - EHRHARDT, HUGHES, KATNICH,  
KIRSTEN and SCHAFFER

Noes: Councilmen - None

Absent: Councilmen - None



**CITY OF LODI**

**June 1970**

**LIMITED CLASSIFICATION STUDY**

**Prepared by**

**CALIFORNIA STATE PERSONNEL BOARD  
Cooperative Personnel Services**

**KENNETH BYERS. Chief  
Bruce F. Austin, Northern California Manager**

**Charles F. Diggs  
Survey Director**

**Jeanne Gibson  
Survey Clerk**

## CALIFORNIA STATE PERSONNEL BOARD

## COOPERATIVE PERSONNEL SERVICES

1217 H Street  
Sacramento 95814714 W. Olympic Blvd.  
Los Angeles 90015Sacramento, California  
June 22, 1970

Mr. Henry A. Graves  
City Manager  
City of Lodi  
City Hall  
Lodi, California 95240

Dear Mr. Graves

In accordance with the agreement between the City of Lodi and the State Personnel Board, we are pleased to submit our findings and recommendations relating to the **six** positions in the City's service which were referred to our office for study.

The attached report contains our findings and recommendations on each of the positions, together with copies of new or revised class specifications. Briefly, our recommendations can be summarized as follows:

<u>Employee</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Classification</u>	<u>Salary Range</u>
Blaufus, D.	Stenographer Clerk II	16	Stenographer Clerk III	18
Bohnet, D.	Account Clerk	16	Electrical Utility Assistant	19
Bender, K.	Parks Gardener	22.5	Gardener Leadman	23
Hunt, E.	Stenographer Clerk II	16	Stenographer Clerk II	16
Kneeland, L.	Records Officer	24	Records Officer	21
Schmiedt, L.	Identification Officer	27	Identification Officer	24

If we can be of further service, please let us know.

Very truly yours

Charles F. Diggs  
Survey Director

CFD:jg

## FINDINGS AND RECOMMENDATIONS

### 1. Mrs. Sharon Blaufus

Mrs. Blaufus, who presently **is** classified as a stenographer Clerk II, recently transferred to a position in the Public Works Department that in the past has been classified as a Stenographer Clerk III. We were asked to review the position at this time to see if it should continue to be classified at the Stenographer Clerk III level.

Because of her background of experience in the Department, Mrs. Blaufus has been assisting in training Mrs. Hunt, whose work she has been assigning and checking. The two of them handle the secretarial work for the Department, with Mrs. Blaufus having primary responsibility for the work of the Director and for the Engineering Division. Mrs. Blaufus also has greater responsibility than Mrs. Hunt in regard to calculating costs of projects.

In our judgment, Mrs. Blaufus' position should be in a higher classification than that of Mrs. Hunt. We accordingly recommend that her position be classified as Stenographer Clerk III.

### 2. Miss Dona L. Bohnet

Miss Bohnet's position **is** presently classified as an Account Clerk, which we do not believe accurately reflects her duties and responsibilities. We recommend that her position be reclassified to Electrical Utility Assistant. Attached is a proposed specification for the new class.

We recommend that the class of Electrical Utility Assistant be assigned to range 19 (\$517-628). This will place it on the same level as Senior Account Clerk, which we believe is appropriate to recognize the technical nature of the job and the degree of independence with which the incumbent operates. Should Miss Bohnet leave, we would recommend filling the position at a lower level until the new employee had acquired at least one year of experience and training on the job.

### 3. Mr. Raymond C. Bender

Mr. Bender **is** presently classified as Parks Gardener. In addition to being the technical specialist for the District on gardening matters, such as selection and propagation of plants and shrubs, fertilizing, spraying, irrigating, and pruning, he regularly supervises the work of two Park Maintenance Men I. and has function supervision over six others at various times in respect to specialized gardening work.

We have been asked to review both the classification and the salary of this position. We believe that a classification of Gardener Leadman would be more correct, and accordingly are attaching a revised class specification.

We also recommend that the class be raised 2-1/2% to range 23 (\$628-763) which will place it halfway between Park Foreman and Park Maintenance Man III. We do not believe any greater increase can be supported without a complete study of all positions in the Park Department.

Mr. Bender believes that his position is equal in responsibility to that of San Joaquin County's class of Nurseryman-Landscaper, which has a salary range of \$679-829. However, we do not believe it is valid to attempt to equate the salary of any one class in the City service with that of any one class in the County service. Typically, if prevailing rates are used for salary setting purposes, then a larger sample must be gathered, recognizing that some salaries will be higher and others lower, and that the City of Lodi need only meet something near the average of the data.

In the case of the salary for Mr. Bender's position, we believe that internal relationships should carry the most weight. We believe that our proposed 2-1/2% increase can be supported by the additional supervisory responsibilities he has been given, but we do not recommend any greater change until all positions in the Park Department can be reviewed.

4. Mrs. Edna Hunt

Mrs. Hunt works in the Public Works Department, and is presently classified as a Stenographer Clerk II. We believe that her duties are correctly classified as Stenographer Clerk II. She shares with Mrs. Blaufus some of the general clerical work of the Department. However, she has such specific assignments as preparing the payroll for the Street and Operations Divisions, and providing general secretarial services to the Water and Sewer Division, Street Division, Operations Division, and the Building Inspection Division. At the present time, her position does not appear to carry the same level of responsibility as that of Mrs. Blaufus.

5. Mr. LaVerne O. Kneeland

Mr. Kneeland is currently serving as Records Officer in the Police Department. We are revising the class specification to reflect more accurately the duties performed. At the present time the class is equivalent in salary to that of Police Officer, which we believe cannot be supported by a comparison of their respective duties and responsibilities. The Records Officer is subject to none of the hazards of the Police Officer. Likewise, the Records Officer works a regular day shift, Monday through Friday, whereas Police Officers are subject to rotating shifts. Finally, the duties and responsibilities of the Records Officer are more properly related to those of other office clerical and fiscal classes than law enforcement classes.

We accordingly recommend that the class of Records Officer be assigned to salary range 21 (\$570-693), which is 7-1/2% above Dispatcher Clerk, 25% above that of the class of Police Clerk which he supervises, and 10% above Senior Account Clerk.

h. Mr. Leland Schmiedt

Mr. Schmiedt is serving in the class of Identification Officer. We are revising the class specification for this position to reflect more accurately the duties performed. At the present time, the class is equivalent in salary to that of Police Sergeant, which we believe is inappropriate. The incumbent typically is not engaged in law enforcement activities, and is in contact with prisoners only when photographing and fingerprinting them, or when taking them to and from court. The incumbent has no on-going supervisory responsibilities over other staff, except as assigned to assist in gathering evidence at a crime scene.

We find that it is prevailing practice to have a position no higher in salary than a police officer to perform the types of duties that have been assigned to this position. We therefore recommend that the class of Identification Officer be assigned to range 24 (\$660-801). the same as a Police Officer.

## ELECTRICAL UTILITY ASSISTANT

### DEFINITION

Under direction, to perform difficult clerical work relating to coordination of joint pole activities, calculation of load and power factors, and pricing of work orders; to perform secretarial and general clerical duties; and to do related work as required.

### EXAMPLES OF DUTIES

Performs responsible clerical duties **in** coordinating joint pole activities with the Pacific Telephone Company and Pacific Gas and Electric Company; verifies age and size of City's poles with her records **and/or** the telephone company before billing **for** their interest **in** poles and anchors; records joint pole information **on** cards and on distribution maps; from Pacific Gas and Electric Company bill, calculates load and **power** factors, and related electrical quantities, by applying established formula; prepares monthly reports from **work** and service orders; provides finance department information to adjust system's plant value and electrical inventory; maintains monthly budgetary and inventory records for the department; prices electrical work and service orders; records information from work orders onto distribution maps; shows depreciation **on** transformer cards; **performs** routine drafting **on** system distribution **maps**; types letters, contracts, reports, forms, cards, and bid documents; prepares payroll **for** the department; takes and transcribes dictation.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Terminology **regarding** methods, equipment, materials, and policies of the electric department;  
Office methods, procedures, and equipment.

and

#### Ability to:

Make arithmetical calculations rapidly and accurately;  
Maintain statistical **and** financial records;  
**Analyze** situations accurately and adopt an effective course of action;  
Learn, interpret, and apply departmental policies and **rules**;  
Take responsibility and use good judgment **in** recognizing scope of authority;  
Compose correspondence independently;

Electrical Utility Assistant - 2

Take and transcribe shorthand dictation;  
Type at a speed of not less than 50 words per minute.

and

Experience: Three years of increasingly responsible clerical experience in a position involving maintenance of statistical or fiscal records. pricing of work or purchase orders, or related activities. A minimum of one year experience with a utility company is required. Applicants without this one year's specific experience should be hired in an appropriate lower level class until such experience can be obtained.

and

Education: Equivalent to completion of the twelfth grade.



GARDENER LEADMAN

DEFINITION

tinder direction, to supervise and participate **in** the skilled gardening program of the City; and to do **related** work as required.

EXAMPLES OF DUTIES

**In** a lead capacity, suuervises and participates **in** the propagating, transplanting, cultivating, trimming, spraying, fertilizing, **pruning**, and **watering** of trees, shrubs, and flowers; **prepares** soil **for** sowing seeds; inspects plants **for** insects and diseases and sees that they are properly watered, cultivated and sprayed; inspects lawns and establishes **or** alters fertilizer and irrigation programs deuending **on** the oarticular needs of each area; suuervises and participates **in** the preparation and planting of new lawn areas; plans and advises **on** the planting and remodeling **of** flowers and shrubbery beds in parks and around City buildings; prepares requisitions for current and yearly seed, plant, insecticide, fungicide, and other gardening supplies; works with the Park Supervisor **in** planning schedules for the construc- tion of new parks; operates sludge shreader at sewage disposal plant **in** preparing the fertilizer needs; maintains and makes repairs to hoses, tools and equipment; may operate light trucks to haul rubbish and supplies.

DESIRABLE OUALIFICATIONS

Knowledge of:

Principles and methods of general gardening, with uarticular reference to the propagation, planting, transplanting, and care of flowers, trees, and shrubs;  
Plant cultivation, **irrigation**, spraying, and fertilization;  
Plant diseases and pests;  
Plant insect and disease control;  
Soil preparation;  
Gardening tools and **equipment**.

and

Ability to:

Apply **the** principles and methods of skilled gardening work;  
Train and supervise the work **of** helpers;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

and

**Gardener Leadman - 2**

**Experience:** Four years of increasingly responsible experience in gardening, nursery, or greenhouse work.

and

**Education:** Equivalent to completion of the twelfth grade. (College training in horticulture may be substituted for the required experience on a year-for-year basis.)

## IDENTIFICATION OFFICER

### DEFINITION

Under general supervision, to perform technical duties in the photographing and fingerprinting of prisoners; to prepare and file criminal complaints, and take prisoners to and from court; and to do related work as required.

### EXAMPLES OF DUTIES

Photographs and fingerprints prisoners and other individuals for identification purposes; classifies and files fingerprints records; files all criminal complaints with the local court of those persons in custody or those that have bailed; does follow-up on local arrests that have been transferred to Superior Court to obtain dispositions and to complete criminal file and arrest record; takes prisoners from City jail to court, and maintains progress records on individual cases; supplies court with arrest reports; remains in court during proceedings; takes charge of all photography, plaster casts, and fingerprints taken at crime scene, directing the work of any other officers assigned to assist; develops all negatives of pictures taken.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods involved in the collection, preparation, and preservation of physical evidence;
- Police science with particular reference to criminal identification procedures, including fingerprinting and photography;
- Criminal law with particular reference to apprehension, arrest, and custody;
- Rules of evidence, search, and seizure.

and

Identification Officer - 2

Ability to:

- Write clear and comprehensive reports;
- Analyze situations and apply departmental rules and regulations effectively;
- Exercise control over prisoners effectively;
- Use and maintain criminal identification facilities;
- Establish **and** maintain cooperative working relationships;
- Operate a typewriter.

and

Experience: **One** year's experience **as a** Police Officer, preferably including or supplemented by experience or training in criminal identification work.

and

Education: Equivalent to completion of the twelfth grade.

## RECORDS OFFICER

### DEFINITION

Under general supervision, to supervise and assist in the processing and maintenance of police records and files, including the compilation of statistical reports; to ~~assist~~ in the preparation of the departmental budget and in the maintenance of budgetary records; and to do related work as required.

### EXAMPLES OF DUTIES

Assists in determining departmental budgetary needs for coming year and ~~in~~ preparation of budget; classifies and posts accounts payable invoices to proper accounts; supervises and assists in filing and obtaining requested documents and information from files; prepares departmental payroll; prepares purchase orders and requisitions; controls and issues supplies to division heads; compiles consolidated daily reports, including classifying data; supervises and assists in the ~~compilation~~ of statistics and other information for the various arrest, crime, and accident reports; delivers outgoing mail, interoffice documents, and revenue ~~from~~ bicycle licenses and photocopying to Finance Department; acts in liaison capacity with City Pound for citizen's complaints.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Office procedures and practices, including filing systems and letter and report writing;
- Budgetary practices;
- Methods and purposes of police record-keeping activities;
- Basic organization and operations of a police department.

and

#### Ability to:

- Interpret and apply laws, rules, and regulations;
- Coordinate a police department records system, and to supervise its operation;
- Compile accurate statistical records and to compose clear and concise reports;
- Establish and maintain cooperative working relationships;
- Type at a speed of 35 net words a minute from clear ~~or~~ rough copy.

and

**Records Officer - 2**

**Experience:** Three years of general clerical, business, or record-keeping work, one year of which must have been in a city police department or comparable law enforcement organization.

and

**Education:** Equivalent to completion of the twelfth grade.